

INSTRUCTIONS: See Publication No. 78-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.		OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION	
881028-9			
FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Department of Education Office of Evaluation and Personnel Development, Personnel Development Division Teacher Recruitment Office 1858 Twin Towers East, Atlanta, GA. 30334	Application Number	89-032
Application Number		Date Received MAY 10 1989	Date Completed JUN 12 1989
2. Person to Contact Linda Jordan		Working Title Coordinator Telephone Number 656-4339	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1980	Latest to date	5. Records Series Title (followed by title used in office, if different) Teacher Recruitment Available Personnel Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Personnel Development Division is responsible for providing financial and technical assistance to local school systems and post-secondary institutions in the area of staff development, teacher education and recruitment. This division promotes research, development and dissemination of new and innovative materials and procedures for staff development programs, teacher education and recruitment. The Teacher Recruitment Unit was established to assist Georgia public school systems in recruiting qualified teachers. This responsibility is met by three major services: 1. Vacancy Posting Service, 2. Available Personnel Files and 3. Job Fairs. Standard G-10-QBE requires that each system post vacancies with Teacher Recruitment in writing at least once each year. Teachers may obtain the vacancies posted when they are registered with Teacher Recruitment. Teachers may be placed in the Available Personnel File by filling out a Personnel Data Form and submitting it to Teacher Recruitment. The Available Personnel File is set up by subject or teaching field and lists of available teachers are supplied to systems upon request. During peak employment months Teacher Recruitment sponsors job fairs in various locations in the state.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: receiving Personal Data Forms from available teachers, administrators and service area personnel and responding to requests from local school systems for lists of available personnel to fill job vacancies. Included are: PERSONAL DATA FORM (DE FORM 0988), NOTIFICATION OF EMPLOYMENT (DE FORM 0933), Log Sheet listing dissemination of information to school systems, SCHOOL SYSTEM EMPLOYMENT CARD (DE FORM 0930) and Annual Report of Available Teachers.			
File is arranged: Active File contains Personal Data Forms grouped by Subject Area (3 months). Inactive File contains Personal Data Forms grouped by Subject Area, thereunder filed alphabetically by applicant name. DE Forms 0933 and 0930 received from school systems and			
8. Monthly Reference Rate How often are records referred to which are: teachers are filed by Fiscal Year. One to six months old <u>Daily</u> ; Seven to twelve months old <u>As needed</u> ; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____ Current Total Accumulation: 2 Lateral File Drawers (approx. 6.5 cu ft) <u>rel</u>			

X	a. If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Transcripts/Placement Files and other confidential information often submitted with
X	c. Is this a vital record? [Personal Data Form - *Federal Right to Privacy and CFR 29-1602.31]
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy (Annual Report is archived by the Office Head - Schedule 82-82)
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|----------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | 0 _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 2 _____ years. |
| c. Federal law | 2 _____ years. | f. Federal retention instructions | 2 _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Personal Data Forms are used to prepare an Annual Report on the number of people using the service by Primary Teaching Field and Residence.

CFR Chapter 29-1602.31 requires records to be kept 2 years from the date of creation.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 1 _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

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These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Billy E. L. Luman	10/25/88	Yickie Baker	10/25/88
881028-01		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	Date
		Secretary of State/Designee	Date
		Governor/Designee	Date
		Attorney General/Designee	Date
		W. H. Ryan	6/1/89